

Role Description

Role Title:	Fundraising Volunteer
Department:	Fundraising and Volunteering
Reports to:	Head of Fundraising and Volunteer Co-ordinator
Location:	Hybrid role - some remote and some in our Head Office in Brixton

Overall Aim

We are a charity and a housing provider with a mission to empower women and challenge inequality. We support women through affordable housing, help women and children escaping domestic abuse, survivors of trafficking, women leaving prison and older women.

We are looking for a Fundraising Volunteer to support the Fundraising Team in the growth of our corporate fundraising stream. You will support the planning and delivery of a new programme to raise awareness of the work of Housing for Women, domestic violence, and other types of gender-based violence, with corporate organisations. This will involve key tasks such as developing a pipeline of prospective donors, reaching out to organisations and developing a corporate donor package.

If you are looking to gain hands on experience in corporate fundraising under the guidance, support, and supervision of a friendly and experienced fundraising team, this is the perfect opportunity for you. We will provide relevant training and help you to identify career development opportunities.

Key Responsibilities

1. Partnership work and desk research

- To identify and build relationships with new corporate donors,
- To write engaging proposals
- To identify companies willing to support our work
- To participate in public speaking events, for example as part of a team giving presentations to companies

2. Administration

- To support the team with the planning and delivery of activities and events to achieve agreed fundraising targets
- To assist the team in dealing promptly with enquiries
- To assist the team in keeping fundraising systems and records up to date

3. Other

- To attend 1-1 meetings including supervision/support meetings as and when required,
 - To Act in accordance with the aims of Housing for Women
 - To Promote and implement Housing for Women's Equal Opportunities Policy and other policies adopted by the Board
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Availability

We are looking for someone who can commit to 7 hours per week for 6 months. We are flexible with the days and hours as this is a remotely based role, but the volunteer will be expected to be able to attend occasional pre-arranged virtual meetings during regular working hours.

Benefits of volunteering

This is a great opportunity for somebody looking to start a career in fundraising. The successful candidate will be provided with a comprehensive introduction to fundraising and the charity sector, with full support and training from the Fundraising Team. Some additional benefits are:

- Experience of working in a supportive and professional environment
- Full induction, support and supervision
- Opportunity to develop new skills
- Relevant training opportunities (i.e., Confidentiality, Data Protection, etc.)

Additional Information

- Core training and induction will be provided prior to commencing the role
- We reimburse genuine out of pocket travel expenses (London zones 1- 6) to and from the place of volunteering and up to £5 a day for lunch expenses

We welcome applications from people of all backgrounds and sections of the community and we particularly encourage applications from senior citizens, ex-offenders, LGBTQ+ people and Black, Asian and Minority Ethnic (BAME) candidates as they are currently under-represented in our Volunteering Programme.

Role Experience, Knowledge and Skills Profile

Experience and Knowledge	<ul style="list-style-type: none">• An interest in fundraising including corporate fundraising• Computer literate and good working knowledge of MS Office packages, i.e. Word and Excel• Experience or understanding of marketing or fundraising• Experience dealing with the public through retail, face to face or telephone fundraising, etc.• Able to access internet and work on own computer
Skills	<ul style="list-style-type: none">• Motivated self-starter with the ability to work independently on own initiative and as part of a small team• Excellent customer care skills• Strong planning and organisational skills with a proven ability to meet deadlines• Flexible, creative and proactive approach to work• Resilient, able to handle conflict and remain calm under pressure
Personal style and behaviour	<ul style="list-style-type: none">• Personal commitment to the corporate values, vision and objectives of Housing for Women's culture of continuous service improvement• Evidenced commitment to equality and diversity• Sensitivity to working in a multicultural environment

For more information, please contact **Chryssy Hunter – Volunteer Coordinator**

Email: volunteer4us@h4w.co.uk **Phone:** 020 7944 804

To apply, please complete this [Volunteer Application Form](#)